

**Monitoring Consortium Pilot Project
Standard Operating Procedures and Quality Assurance Project Plan
Standardization Project**

Agenda and DRAFT Meeting Minutes

Date: November 13, 2008 - 10am to noon.

Location: Ecology, North West Regional Office

Facilitator: Chris Burke, City of Tacoma

Note taker: Julie Lowe, Department of Ecology

Attendees: Julie Lowe (Ecology), Chris Burke (Tacoma), David Batts (WSDOT), Dana DeLeon (Tacoma), Kate Rhoads (Otak), Doris Turner (Boeing), Doug Navetski (King County) and Rod Swanson by phone (Clark County)

Agenda

Goal: We need to leave this meeting with our SOPs ranked and teams developed to take on SOP production and literature reviews.

- Introductions
- Sharepoint site and communications
- Deliverables from last meeting to today
- SOP ranking, team development
- Path Forward and Next Meeting

Bring your ideas!

Meeting Minutes

Open Discussion

- General discussion on developing SOPs which in general includes a literature review prior to development
 - Group agreed to use Ecology's SOP format for development
 - Julie will post Ecology's format for SOPs on Sharepoint
- Sharepoint issues: Some users are having trouble accessing the site, others are having trouble accessing the documents.
 - To access documents for the time being, save the document to your computer and then upload the revisions back to Sharepoint.

- When Doris logs in, it takes a really long time to download the site
 - Julie will send David user id and password to him again
- Participation: we really need to reach out to others (USGS and consultants). We need to get more participation
 - Julie will ask Karen if she approached the Governance Committee on how to get more participation.
 - WWU may be interested in this group and City of Bellingham
 - How do we get consultants involved since you have to pay for their time?
 - Maybe the group members should decide if their consultants should weigh in
 - Julie will send a wide email reaching out letting everyone know which SOPs we will develop. The email could include that if anyone knows of someone who has this expertise, have them help during review.
 - Partnership involvement?
 - Chris Flint AWB contact
 - Include APWA list serve
- Ranking exercise: Some have ranked via Sharepoint. Some ranked today in the meeting
 - A point value was assigned to each SOP and SOPs were tallied
- Results:
 - Field SOPs include Auto Sampler, Grab Sampling and Sediment Trap Sampling
 - Literature Review includes toxicity sampling, flow, pollutant load calculations, BMP monitoring, and handling non detects
- Some group members volunteered to take the lead for development:
 - Dana: Auto sampler
 - Doris: Grab Sampling
 - Julie: Sediment trap sampling, and a tentative lead on the pollutant load calculation literature review (Julie not fully qualified for this but will try)
- Next meeting we will discuss how to get more people involved, bring ideas for who could be involved in review, lit review and development.
- Next meeting Dec 18th by videoconference at HQ and at NWRO– Julie will send around invite